**Grievance Procedure for Psychology Internship Program**

Tiffany Griffiths, Psy.D. and Associates, Inc. strives to ensure fair and honest treatment of all Psychology Interns. Interns are expected to treat each other, colleagues, support staff, and management personnel with mutual respect. Complaints may fall into many categories to include, but not limited to disagreement with practice policies, procedures, practices, or established rules of conduct, disagreement over an evaluation they have received, any violation of their rights, or dissatisfaction with the quality of supervision they are receiving, they can express their concern through the Grievance Procedure outlined below. No intern will be penalized, formally or informally, for voicing a grievance with Tiffany Griffiths, Psy.D. and Associates, Inc. in a reasonable, professional manner, or for using the Grievance procedure.

The internship training program is committed to providing the best possible training conditions for its interns. Part of this commitment is encouraging an open and frank atmosphere in which any grievance, problem, complaint, suggestion, or question receives a timely response from management personnel.

No individual who reports or complains about harassment or improper conduct, or who assists Tiffany Griffiths, Psy.D. & Associates, Inc., in an investigation of harassment, will be subjected to retaliation. If retaliation is witnessed or experienced, the intern has a responsibility to report the behavior immediately to the Intern Supervisor, Training Director, or Human Resources Director.

The internship training program will not tolerate any effort to avoid, hinder, or corrupt the grievance process, including refusal to cooperate with an investigation or knowingly making false statements to management personnel during the grievance and investigation process. Such actions may result in disciplinary action, as outlined by the Due Process procedure.

An intern may lodge a grievance at any time about any element of training, including about supervisors, directors, and management personnel. If a situation occurs when the intern believes that a condition of training or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The intern may discontinue the procedure at any step. The steps for lodging a grievance are outlined as follows:

1. Intern presents grievance directly and informally with the person of concern or the most relevant person for the grievance, within one week of the incident or decision. An informal conversation about the concern may help to clarify intentions, misunderstandings, and/or policies.

2. If the grievance is not resolved through the above informal discussion, the intern should present the grievance, in writing, to the director who oversees the person of concern or the most relevant director, likely the Human Resources Director, within thirty days. The director responds to the grievance either during discussion, after consultation with appropriate resources, or after consulting with legal representation, when necessary, within seven days of the intern’s report.

3. If the grievance remains unresolved, the intern presents grievance to the COO, in writing, within fourteen days of the above response. The COO reviews and considers grievance. The COO informs intern of decision and places copy of written response in intern’s training file. The COO has full authority to make any adjustment deemed appropriate to resolve the problem. The COO’s decision is considered final.